



Intern BRITISH EMBASSY, Bucharest

The British Embassy in Bucharest is looking to recruit two Interns with a focus on Political, Trade and Development and Communication work. The ideal candidates should have good interpersonal and communication skills, enthusiasm and sound judgement. Being an Intern at the British Embassy is an exciting opportunity to gain experience and knowledge in an international environment. During the Internship each Intern will have a designated Mentor who will oversee the Intern's activities and provide advice and guidance as appropriate. Together with the Intern the Mentor will also devise and agree an induction as well as a tailored activity programme.

During the Internship the Interns will be asked to:

- Conduct research (on-line and off line) on topics such as legislative amendments, economic and financial statistics, companies profiles, media etc. ;
- Translate various documents from Romanian to English and vice-versa;
- Interpret during meetings upon request;
- Offer administrative support for Embassy events and official visits including updating databases and folders;
- Attend various Embassy events and meetings.

Required skills and qualifications:

- Recent University graduates in the following or related fields: Economic, Journalism and Communication, Political Sciences, Law, Public Administration, Foreign Languages;
- Solid command of Romanian and English, both oral and written;
- Interest in British and EU culture;
- Good communication and organisational skills;
- The ability to interact with contacts at all levels;
- Attention to detail;
- Very good IT knowledge (MS Office, Internet Explorer and Outlook);

Additional information:

This is a full time position of 5 days (35 hours net per week) for a fixed time period for a period of 6 months. We offer an employment contract with an annual leave entitlement of 21 days per year pro rata. The Embassy also enjoys an average of 14 Romanian/UK public holidays per year. The salary is RON 800 gross per month.

The successful candidate will be subject to confirmation of a background check and security clearances, and satisfactory completion of a probationary period of 15 working days and is expected to commence employment beginning in November 2013.

To Apply

Applications should be made in English by Friday 11th October 2013 by email only to bucharest.recruitment@fco.gov.uk by attaching the British Embassy Internship Essay Questions answered and your CV. The Essay Questions are available on the British Embassy website at www.ukinromania.fco.gov.uk. Interviews will take place in the week beginning 21 October 2013.

Please note that, because of the volume of applications we receive, we will only contact candidates that have been short-listed for interview. If you do not hear from us you should assume that your application has not been successful.

The British Embassy is an equal opportunities employer and does not discriminate on grounds of ethnic origin, race, religious beliefs, age, disability, gender or sexual orientation. All applications are treated on merit.